

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PERSONNEL ASSISTANT**

Jurisdictional Class: **Competitive**
Date Adopted: **Nov. 1, 1990**
Date Revised: **July 16, 1999; June 2007; July 2007**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: A Personnel Assistant assists in the administration of the Schoharie County Civil Service Rules & program under general supervision of the Personnel Officer with leeway allowed for the exercise of independent judgment in analyzing problems and rendering a variety of personnel services according to NYS Civil Service Law and Rules. The work involves responsibility for all phases of public personnel administration, including classification, personnel transactions, application review, examination administration and labor relations. The incumbent may also administer or assist in performing non-civil service functions when they are within the scope of the agency. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares, or supervises the preparation of payroll certifications and eligible lists for approval of the personnel officer or civil service commission;
Decides need for exams and type of exams, orders and administers exams and computes final exam scores;
Processes or supervises processing of personnel transactions, payrolls and maintenance of personnel roster records;
Prepares, maintains and canvases eligible lists and certifies results to appointing authorities;
Prepares and distributes letters for the canvassing of eligible lists, and records results when canvassing letters are returned;
Prepares office correspondence, position specifications, and a variety of reports;
Reviews applications for examinations against adopted minimum qualifications and qualifies or disqualifies applicants in accordance with State law and local rules;
Reviews applications for lower level appointment to determine eligibility, and may approve or disapprove;
May schedule and supervise the work of departmental clerical staff;
Answers correspondence and in queries about civil service law, rules, exams, lists and procedures;
Assist with annual report for state Department of Civil Service;
Performs a variety of duties related to the classification of newly created and existing positions;
Assists in the preparation of rules amendment resolutions and classification specifications;
Researches problems related to classification, appointments, personnel transactions, jurisdictional classifications, examination processes, labor relations, rule changes, or modifications to rules;
Checks the accuracy of information pertaining to personnel activities such as appointments, terminations, separations, use of eligible lists, and the recording and processing of personnel information;
Performs a variety of work in the examination process, including the gathering of job data, recruiting candidates for competitive tests, reviewing candidates' applications to determine eligibility for examination or appointment and assisting in the preparation and implementation of an examination plan;
Performs various personnel procedures and provides guidance in employee disciplinary actions, develops special training components, and trains supervisors in the conduct of performance appraisals;
Trains lower level personnel employees in new process of the Personnel Office;
Advises department heads on New York State Civil Service Law and local rules;

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Recommends jurisdictional classification changes to the Personnel Officer and formulates resolutions for amending the County Civil Service Rules;
Supervises various phases of public personnel administration, including benefits management, position classification, recruitment efforts, application review, examination administration, and the processing of personnel transactions;
Prepares reports as requested by the Personnel Officer for submission to the New York State Civil Service Commission, local elected officials, and various professional organizations;
Prepares a variety of reports when requested by senior staff;
Meets with interested parties to discuss, describe, and explain the various aspects of a merit system & Civil Service Laws;
May participate in the preparation and conduct of grievance procedures;
Helps prepare and maintain annual department budget;
Participates and presents in training sessions to appointing officers and others;
Attends training and workshops pertaining to civil service procedures;
May perform, administer or assist in performing other personnel duties including but not limited to entrance and exit interviews;
Compliance with OSHA and Dept. of Labor regulations; tuition reimbursement program;
Orders examination materials and participates in the administration of written examinations under the direction of senior staff;
May visit towns, villages, or school districts for the purpose of conducting agency business.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES and PERSONAL CHARACTERISTICS: Good knowledge of New York State Civil Service Law and municipal rules; Good knowledge of position classification techniques, examination administration, and personnel transactions; Good knowledge of practices, policies, and procedures of public personnel administration; Good knowledge of the organization and functions of local government; Working knowledge of labor relations, training, employee grievance procedures; Ability to understand and interpret complex oral instructions and/or written directions; Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both orally and in writing; Ability to develop, organize and maintain accurate personnel records and files; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets, and databases at an advanced level; Ability to deal effectively with the public; Ability to analyze and resolve complex problems; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in human resource administration, business administration, secretarial science, office technologies or a closely related field.
- (B) Graduation from a regionally accredited college or university or one accredited by the New York States Board of Regents to grant degrees with an Associates degree in human resource administration, business administration, secretarial science, office technologies or a closely related field and two (2) years of experience in higher level clerical work preferably in personnel administration
- (C) Graduation from high school or equivalent with a minimum five (5) years of higher level clerical work preferably in the personnel area.

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NOTE: Part-time work experience will be pro-rated so your weekly hours must be recorded. 18 ½ to 20 hours a week for one (1) year is equivalent to six (6) months of experience.